

Human Resources Service Center-Northeast (HRSC-NE)

Modern Bulletin #2

Topic: Nature of Action Codes and RPA Attachment

8 June 2001

With Modern just around the corner, we would like to provide you with important information regarding the Request for Personnel Actions (RPAs). In Modern, RPAs are grouped by "FAMILIES." For example, a Promotion RPA falls under the "SALARY CHANGE" FAMILY. To assist you in determining the appropriate family for an action, we are providing you with an alphabetical list that indicates the NOA and its corresponding Modern FAMILY. Also included below is the *new* RPA Attachment form (HRSCNE-12330/1 (07/02)) that allows the HRO to provide additional information needed to complete the action on the RPA and which will be required, as appropriate. The process used for the HROs to submit RPAs will be similar to the way you currently coordinate them via the HRSC-NE In-Box. If the Activity Manager creates the RPA, they will be responsible for coordinating/routing that action to the HRO. The HRO will then finalize the RPA, as appropriate, and coordinate/route to the HRSC-NE.

NOA	CODE	FAMILY
Appt NTE	115	Appointment
Appt-Status Quo	124	Appointment
AUO	818	Other Pay
Availability Pay	819	Other Pay
CA Appt NTE	153	Appointment
CA Career Appt	151	Appointment
CA Career-Cond Appt	150	Appointment
CA Reappointment	155	Appointment
CA Term Appt NTE	154	Appointment
CA Transfer	157	Appointment
Career Appt	100	Appointment
Career-Cond Appt	101	Appointment
Change in Data Element	T800	Appointment
Change in Duty Station	T792	Appointment
Change to Lower Grade	T713	Appointment
Change to Lower Grade	713	Salary Change
Chg in Allowance/Differential	810	Other Pay
Chg in Data Element	800	Change - Change in Data Element
Chg in FEGLI	881	Change - Change in FEGLI
Chg in Hours	782	Change - Change in Hours
Chg in Retirement Plan	803	Change - Change in Retirement Plan
Chg in SCD	882	Change - Change in SCD
Chg in Tenure	880	Change - Change in Tenure
Chg in Vet Pref	883	Change - Change in Veterans Preference
Chg in Work Schedule	781	Change - Change in Work Schedule
Continuance NTE	790	Extension of NTE
Conv to Appointment NTE	T515	Appointment
Conv to Appointment Status Quo	T524	Appointment

Conv to Appt NTE	515	Conversion to Appointment
Conv to Appt-Status Quo	524	Conversion to Appointment
Conv to CA Appt NTE	553	Conversion to Appointment
Conv to CA Career-Appt	551	Conversion to Appointment
Conv to CA Career-Cond Appt	550	Conversion to Appointment
Conv to CA Reappt	555	Conversion to Appointment
Conv to CA Term Appt NTE	554	Conversion to Appointment
Conv to Career Appointment	T500	Appointment
Conv to Career Appt	500	Conversion to Appointment
Conv to Career Cond Appointment	T501	Appointment
Conv to Career-Cond Appt	501	Conversion to Appointment
Conv to Emergency Appointment	T507	Appointment
Conv to Emergency Appt	507	Conversion to Appointment
Conv to Exc Appt	570	Conversion to Appointment
Conv to Exc Appt NTE	571	Conversion to Appointment
Conv to Excepted Appointment	T570	Appointment
Conv to Excepted Appointment NTE	T571	Appointment
Conv to O/S Ltd Appointment	T520	Appointment
Conv to O/S Ltd Appointment NTE	T522	Appointment
Conv to O/S Ltd Appt	520	Conversion to Appointment
Conv to O/S Ltd Appt NTE	522	Conversion to Appointment
Conv to Provisional Appt NTE	T590	Appointment
Conv to Provisional Appt NTE	590	Conversion to Appointment
Conv to Reins-Career	540	Conversion to Appointment
Conv to Reins-Career-Cond	541	Conversion to Appointment
Conv to Reins-SES Career	543	Conversion to Appointment
Conv to Reinstatement Career	T540	Appointment
Conv to Reinstatement Career Cond	T541	Appointment
Conv to Reinstatement SES Career	T543	Appointment
Conv to SES Career Appointment	T542	Appointment
Conv to SES Career Appt	542	Conversion to Appointment
Conv to SES Ltd Emergency Appointment NTE	T549	Appointment
Conv to SES Ltd Emergency Appt NTE	549	Conversion to Appointment
Conv to SES Ltd Term Appointment NTE	T548	Appointment
Conv to SES Ltd Term Appt NTE	548	Conversion to Appointment
Conv to SES Noncareer Appointment	T546	Appointment
Conv to SES Noncareer Appt	546	Conversion to Appointment
Conv to Temp Appt Pending Est Register	T512	Appointment
Conv to Temp Appt-NTE	508	Conversion to Appointment
Conv to Temp Appt-PER	512	Conversion to Appointment
Conv to Term Appointment NTE	T508	Appointment
CZ Appt-Status Quo	156	Appointment
Death	350	Separation
Denial of WGI	888	Salary Change
Detail - Extension NTE	931	Detail
Detail NTE	930	Detail
Detail NTE	946	Detail
Elected Full Living Benefits	805	Living Benefits
Elected Partial Living Benefits	806	Living Benefits

Emergency Appt	107	Appointment
Exc Appt	170	Appointment
Exc Appt NTE	171	Appointment
Exception to RIF Release	755	RIF Exception
Ext of Appt NTE	760	Extension of NTE
Ext of Furlough NTE	772	Extension of NTE
Ext of LWOP NTE	773	Extension of NTE
Ext of Promotion NTE	769	Extension of NTE
Ext of Psn Chg NTE	770	Extension of NTE
Ext of SES Limited Appt NTE	762	Extension of NTE
Ext of Term Appt NTE	765	Extension of NTE
Extension of Detail NTE	947	Detail
Extension of Reassignment NTE	0923	Extension of NTE
Foreign Language Award	873	Award/One-Time Payment
Furlough	471	Non Pay/Non Duty Status
Furlough NTE	472	Non Pay/Non Duty Status
Group Cash Award	841	Award/One-Time Payment
Group Sugg/Invention Award	843	Award/One-Time Payment
Group Time-Off Award	847	Award/One-Time Payment
Head Nurse Pay	855	Salary Change
Individual Cash Award	840	Award/One-Time Payment
Individual Sugg/Inv Award	842	Award/One-Time Payment
Individual Time-Off Award	846	Award/One-Time Payment
Interim Appt	199	Appointment
Interim Appt in Nonduty Status	198	Appointment
Interim WGI	867	Salary Change
Locality Payment	895	Salary Change
LWOP-NTE	460	Non Pay/Non Duty Status
LWOP-US	473	Non Pay/Non Duty Status
LWP NTE	462	Non Pay/Non Duty Status
Mass Transfer	132	Appointment
MD/DDS Special Pay	850	Salary Change
Name Change from	780	Change - Name Change
O/S/Ltd Appt	120	Appointment
O/S/Ltd Appt NTE	122	Appointment
Pay Adj	894	Salary Change
Placement in Pay Status	280	Return to Duty
Placement Nonpay Status	430	Non Pay/Non Duty Status
Position Change	T740	Appointment
Promotion	T702	Appointment
Promotion	C702	Recreate Record Fix
Promotion	702	Salary Change
Promotion NTE	T703	Appointment
Promotion NTE	703	Salary Change
Provisional Appt NTE	190	Appointment
Psn Chg	740	Position Change
Psn Chg NTE	741	Position Change
Quality Inc	892	Salary Change
Realignment	T790	Appointment

Realignment	790	Realignment
Reassignment	T721	Appointment
Reassignment	C721	Recreate Record Fix
Reassignment NTE	0921	Reassignment
Recruitment Bonus	815	Award/One-Time Payment
Reins-Career	140	Appointment
Reins-Career Cond	141	Appointment
Reins-SES Career	143	Appointment
Relocation Bonus	816	Award/One-Time Payment
Removal	330	Separation
Resignation	317	Separation
Resignation-ILIA	312	Separation
Retirement-Disability	301	Separation
Retirement-ILIA	304	Separation
Retirement-Mandatory	300	Separation
Retirement-Special Option	303	Separation
Retirement-Voluntary	302	Separation
Return to Pay Status	293	Return to Duty
RTD	292	Return to Duty
Sabbatical NTE	480	Non Pay/Non Duty Status
Separation Incentive	825	Award/One-Time Payment
Separation-Appointment In	390	Separation
Separation-RIF	356	Separation
Separation-US	353	Separation
SES Career Appt	142	Appointment
SES Ltd Emergency Appt NTE	149	Appointment
SES Ltd Term Appt NTE	148	Appointment
SES Noncareer Appt	146	Appointment
SES Performance Award	879	Award/One-Time Payment
SES Rank Award	878	Award/One-Time Payment
Step Adj	899	Salary Change
Suspension NTE	450	Non Pay/Non Duty Status
Suspension-Indefinite	452	Non Pay/Non Duty Status
Temp Change In Tariff	0980	Reassignment
Term Appt NTE	108	Appointment
Term Appt PER	112	Appointment
Termination	357	Separation
Termination During Prob/Trial Period	385	Separation
Termination of Detail	932	Detail
Termination of Detail	948	Detail
Termination of Grade Retention	866	Salary Change
Termination of Interim WGI	868	Salary Change
Termination of Reassignment NTE	0922	Reassignment
Termination-Appt In	352	Separation
Termination-Exp of Appt	355	Separation
Termination-Sponsor Relocating	351	Separation
Transfer	130	Appointment
Transfer	T130	Appointment
Transfer SES Career	145	Appointment

Transfer SES Career	T145	Appointment
Transfer SES Noncareer	147	Appointment
Transfer SES Noncareer	T147	Appointment
WGI	893	Salary Change

HRSC-NE RPA ATTACHMENT

Because of some the program features of the Modern System certain information must be provided as an attachment. Please provide the following information as appropriate when submitting an SF-52 (RPA):

<i>Position Build (PD) Information</i>	
Core position description #	
Title, PP, Series, and Grade	
Unit ID Code (UIC)	
Geographic location (GEOLOC) of vacancy	
Servicing Office ID (HRO ID)	
Acquisition Career level	
Acquisition Job Site	
Acquisition Critical Position	
Acquisition Career Category	
Payroll Org Code (Cost Cntr)	
Responsibility Level (Supv Status)	
Position Sensitivity	
Organization Structure ID (Org Code)	
FLSA	
Bargaining Unit Status	
Competitive level	
Work Schedule (If Part-Time, # of hours bi-weekly)	
Payroll Office ID	
Position Occupied (i.e., Excepted, Competitive)	
Date Position Classified	
Classification Official	
Drug Test Required	
Pay Table ID	

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<i>New PD build information needed after Modern Deployment</i>	
Supervisor's name and/or position with sequence # for position hierarchy	
Competitive Area	
Security Access - type of investigation required (See Table Below)	
Key Emergency Essential position information (See Table Below)	
Mobilization indicator and reason code (See Tables Below)	
<i>Priority Placement Program (PPP)/Priority Consideration (PC)</i>	
Type of position - If Temp, please provide NTE date and if the position may be made permanent without further competition pending PPP clearance.	
Exception to Priority Placement Program (PPP), if applicable. Cite applicable exception from PPP manual and reason why you believe it matches.	
PPP Option code (PPP Manual Chapter 10)	
If position is at GS-12 or above, statement requesting resume for any PPP match.	
Priority Consideration list cleared?	
<i>Recruitment Information</i>	
Name/telephone/e-mail address of selecting official	
Recruitment and target grade levels of position	
Recruitment Source(s) desired (i. e., Merit promotion, and VRA or VRA and 30% DAV, or Merit Promotion and DEA or All Sources except DEA, or All Sources including DEA or Name Request (cite name and source under which (s)he could be hired), whichever is applicable.	
If DEA recruitment is desired, attach job analysis and crediting plan (or recipient at HRSC and date sent.)	

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Will activity pay PCS costs?	
Special requirements of position: i. e., part-time, extensive travel 50-75% of time required, top secret clearance required, shift work required, drivers license required, etc.	
Recruitment/relocation/retention bonus will/will not be paid (if applicable).	
Temporary Position Certification per 316.401(b) & (c): *temporary appointment NTE 1 year. The proposed appointment meets regulatory time limits. This position has not previously been filled by temporary appointments for an aggregate of 2 years within the preceding 3 year period.	
Reason for temporary appointment - i.e., workload associated with completion of xyz project, hiring freeze, CA study, etc.	
Selectee Name, SSN, DOB	
Other Information	
If a Temporary Promotion is requested, has the Employee been notified of the conditions of this time-limited action as required by 5 CFR 335.102(f)(1)?	
Additional Information	

New Position Build Information Tables

Mobility Reason [X]

Find

Mobility Reason	Description
1	Condition of Employment
2	Condition of Selection
3	Condition for Executive Development
4	Flow Through Position
5	Posn Asg Reqmt-Career Broadening Posn
6	Acq Pm/Dpm of Major Defense Acq Pgm
7	Acq Critical Posn (If Code 6 N/A)
9	Not Applicable

Find OK Cancel

Mobilization Indicator [X]

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Mobilization Indicator	Description
1	Position Required at Mobilization Day Plus 1
2	Position Required at Mobilization Day Plus 2
3	Position Required at Mobilization Day Plus 3
4	Position Required at Mobilization Day Plus 6
A	Position Not Required Upon Mobilization
B	Position Required Only Upon Mobilization
C	Position Required In Peacetime and Upon Mobilization

Find OK Cancel

Security Access [X]

Find

Security Access	Description
0	No Access Required; ENTNAC/NAC/NACI Required
1	Secret Access Required; ENTNAC/NAC/NACI/BI Required
2	Top Secret Access Required; BI Required
3	Top Secret SIOP/ESI Required; SBI Required
4	Child Care Background Check Required
5	Top Secret SCI Required; SBI

Find OK Cancel

Key Emergency Essential [X]

Find

Key Emergency Essential	Description
2	Position Has Been Designated Key
6	Key Emergency Essential-Remain in Place
C	Emergency-Essential Position, Relocation To Overseas Area
D	Emergency-Essential Posn, Remains In Overseas Loc After Evac
L	LN Position Contingency-Essential
N	Position Not Designated Emergency-Essential Or Key
Y	LN Position Not Contingency-Essential

Find OK Cancel